

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31101
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	06	Grade:	10
Workers Comp Code:	8810		

Job Code Established:	10/01/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Information Processing Serious

JOB CODE TITLE: INFORMATION PROCESSING SPECIALIST I

HRIS TITLE: INFO PRCSG SPCT I

CHARACTERISTICS OF THE CLASS: Typically reports to an Information Processing Specialist III. Authority to make limited decisions regarding formatting of output documents; to exercise judgment in selecting the best standard format for individual projects. May require, while sitting, unremitting need to perform work with hands and/or arms in largely the same position, or require unremitting viewing of CRT screen. Operates automated information processing equipment in routine applications. Inputs, manipulates and stores information on magnetic cards, tape or disc and produces output as required.

EXAMPLES OF DUTIES: Proficiently operates information processing equipment (E.G., word processor, terminal, printer, audio recorder, or other). Transcribes or enters data from recorded dictation or draft copies (including original correspondence, statistical reports, legal papers, and/or lists). Assembles, edits or manipulates recorded or supplied materials according to standard or original instructions to produce documents, reports, statistical/financial summaries, correspondence and/or updated files. Maintains a current file of standard formats, reports, standard paragraphs and statements, mailing lists and distribution lists. Proofreads for transcription errors. Provides a variety of basic clerical duties related to typed materials, such as filing, preparing mailings, copying, and record keeping. May coordinate approval and ensure completion of printing and distribution of completed documents. Performs related work as required.

WORK RESULTS/PRODUCTS: Accurate and timely production of assigned documents, reports, statistical/financial summaries, correspondence and/or updated files; accurate and efficient provision of supportive clerical duties; accurate and timely transcription of recorded dictation; accurate and properly-formatted documents.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: proofreading.

Ability to: operate information processing equipment (e.g., word processor, terminal, printer, audio recorder); transcribe a wide variety of recorded dictation; maintain a file of standard formats, repetitive reports, standard paragraphs and statements, mailing and distribution lists; record systems (e.g., filing, verification, maintenance, indexing and cross referencing); produce final copy of documents, reports, statistical/financial summaries and correspondence; perform basic clerical duties; supply and assemble materials needed to produce documents, reports, summaries and correspondence in accordance with established formats; proofread; assist with the printing and distribution of completed documents.

Skill in: operating keyboard.